



## *Our Lady of the Sacred Heart Scho*

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[www.olshsd.com](http://www.olshsd.com)

Accredited by the Western Association of Schools and Colleges  
Sisters of St. Joseph of Orange Educational Network Member

# FAMILY HANDBOOK

## 2017-2018

# **OUR LADY OF THE SACRED HEART SCHOOL**

## **VISION**

Students at Our Lady of the Sacred Heart Catholic School receive education that develops the whole person; body, mind and spirit-within the daily living experience of their family, the Catholic Church, and society.

## **MISSION**

Our Lady of the Sacred Heart School, a Catholic school in the Diocese of San Diego, is promising to focus on the academic, spiritual, cultural, and social needs of its students and their families.

Our Lady of the Sacred Heart School, a Catholic school in the Diocese of San Diego, is promising to recognize, celebrate, and build upon its history of unique family values and traditions.

Our Lady of the Sacred Heart School, a Catholic school in the Diocese of San Diego, is promising to recognize and include diverse cultural and economic needs of its neighborhood.

Our Lady of the Sacred Heart School, a Catholic school in the Diocese of San Diego, is promising to be aware of and fulfill the Scriptural values of unity and reconciliation, working together to create a healthy community.

Our Lady of the Sacred Heart School is a Catholic school sponsored by the Diocese of San Diego. Through active membership in the Sisters of Saint Joseph of Orange Educational Network, the school is committed to the Congregations charisms of Unity and Reconciliation. Our Lady of the Sacred Heart School serves a diverse ethnic and socio-economic community and strives to provide a quality Catholic education.

## PHILOSOPHY

Our Lady of the Sacred Heart School is about life. Every part of life is developed and nurtured within the students through their educational opportunities.

Administrators and teachers believe that every child is unique and valuable; therefore the professional staff teaches using quality curriculum including proven educational methods, materials and technology. The faculty's educational experience is broad based, and offers each student the opportunity to take responsibility for their learning and well-being. The faculty, by developing an understanding of the interdependence of the human family, educate children to live within a global society, challenging the students to take an active interest in the needs of others.

The school environment is based on the teaching tradition and lived experience of the Catholic Church. This experience is an important element of the parish community. Essential to our mission is building relationships with one another and with God. Developing faith community is central to this goal. Therefore, the spiritual development of all members of the community is an important part of the educational program. Parents are the primary educators of their children. The school strives to support that position through creating a relationship between parents and the school. Celebration of the Lord's presence in prayer and common worship offers strength to the spiritual formation of the individual and the community as a whole.

Through Catholic education, we create a caring atmosphere where everyone develops a personal knowledge of themselves and responsibility for one another.

We encourage our students to stretch beyond the intellectual and technical achievements of our times and reach towards deeper spiritual and moral truth. Our students take on an active role in developing and contributing to a more peaceful, productive world.

Dear OLSH Family,

**WELCOME** to OLSH! We believe you have made the finest choice for your child. We want to acquaint new families and reacquaint returning families with some of the procedures in our school.

**OFFICE HOURS** 7:30am-3:30pm **Monday thru Friday** (appointments also available)

**SCHOOL HOURS** 8:00am-2:45pm Monday thru Friday except Wednesdays  
8:00am-12:15pm

\*6:30am-7:30am: Enter school via front office

\*7:30am-8:00am: Enter school through back of the school (Marlborough Ave)

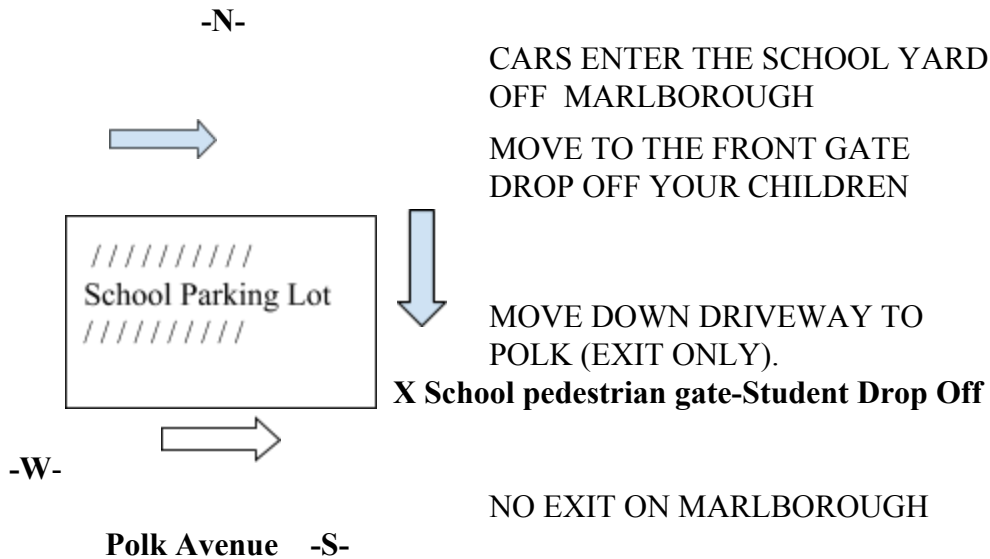
\*8:00am-2:45pm: Enter school via front office (tardy or office matters)

\*2:45pm-3:00pm: Enter & exit school through back of the school (Marlborough Ave)

\*After 3:00pm: Exit school through front office

**\*Please do not enter the school prior to 2:45pm when picking up students**

**TRAFFIC**



**IN CONSIDERATION OF EVERYONE’S TIME, NEVER STOP AND/OR OPEN TRUNKS, OR LEAVE YOUR CAR IN THE ALLEY DRIVEWAY. IF YOU NEED MORE TIME, PARK IN THE DESIGNATED MARKED STALLS. OTHER OCCUPANTS AND/OR EMERGENCY VEHICLES NEED ACCESS TO THIS AREA.**

\*Please park in the school’s parking lot only (no parking in CRASH or OLSH Staff parking lots).

**ABSENCE** Please call the office when your child cannot come to school. When your child returns, send a written note of explanation to the teacher.

**MEDICAL APPOINTMENTS** Time spent in medical and dental treatments can legally be credited as attendance only if you bring a dated slip from the medical/dental office stating time spent there.

**LEAVING SCHOOL GROUNDS** No child may leave the school grounds at any time unless the parent or someone designated by the parent signs the child out through the office.

**PHONE** Students may not use the office phone except in emergency (not for lunches, homework or arranging after-school activities). Cell phones are not allowed on campus. Exceptions must be cleared by administration. If your child needs a cell phone in order to walk home, these phones must be turned into the office before school and will be returned when your child leaves school.

**VISITOR/VOLUNTEERS** All persons on campus must:  
-come to the office and sign in  
-wear a badge and sign out when leaving.

**LOST ITEMS** Please label all items for a better chance of recovery. Lost & Found is in the auditorium.

**EMERGENCY CARDS** Responsible party must fill out Emergency card and Earthquake disaster card and return to office immediately.

**MEDICATIONS** must be brought to the office and children must be able to self-administer under school staff supervision.  
-over the counter medications- office form completed from parent,  
-prescriptions-office form completed from doctor.

**WEDNESDAY NOTES** Important school communication will be sent home via **parent emails. If you have no access to the internet, please let us know.** We will make special arrangements to send the information through oldest student.

**FINANCIAL ENVELOPE** The school will send a statement of your commitments to the school, e.g. tuition, family service hours and fund raising, twice a year. Please review thoroughly to assure proper credit of each month's activity on the account. Keep the statement **but sign and return the envelope to the office each time.**

**LUNCH PROGRAM** Our school takes part in the National School Lunch Program (NSLP). Families may fill out an application to see if they qualify for FREE or at a REDUCED price lunch (40¢). A new application is necessary every year. You may also order lunch at \$3.75 per complete meal. Order forms are sent out once a month and it is a prepaid service.

In accordance with Federal law and United States Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.) To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call 202-720-5964 (voice and TDD). **The USDA and the Nutrition Services Division (NSD) are equal opportunity providers and employers.**

**WELLNESS POLICY** Our Lady of the Sacred Heart School is committed to provide a quality school by promoting student achievement, establishing ourselves as a learning center that support effective teaching, engaging parents and community in learning, and facilitating effective communication. The implementation of the Wellness Policy promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. The Wellness Policy is the document that complies with the federal law. The Wellness Policy incorporates all components of the Coordinated School Health Model and federal mandates. The OLSH Wellness Policy is available for review in the school office and posted on the school website (<http://olshsd.weebly.com/wellness-policy.html>).

**LUNCHESES** Should be sent with the child in the morning if not participating in the National School Lunch Program. We encourage you to develop this habit rather than buying lunches on the run and delivering them to your child at school.

Please do not bring or send “FAST FOOD” for your child’s lunch. They are usually high fat and nutritionally unsound. Sodas are never allowed. Please drop off late lunches in the school office by 12pm. PLEASE MAKE SURE IT HAS YOUR CHILD’S NAME ON THE LUNCH BAG.

**SCHOOL OFFICE** There are many demands on the school office from students, parents, staff, business, in person and by phone. It’s always a very busy place. We want to be friendly and serve you efficiently and courteously, therefore, please help us out to:

- keep to the business at hand
- be considerate and limit the amount of time spent in the office
- wait outside until it is your turn to be helped
- use the drop off box to the right of the door during office hours

This way everyone will be better served.

**PTG** All families are encouraged to serve on the PTG Board and take an active interest in improving our school. Dues are \$10 per family per year payable at the beginning of the school year. **There are 5 mandatory PTG meetings in the School year.**

**HEALTH POLICIES** California State regulations require that in order for a student to be admitted, a **provider-documented record** (e.g. the yellow California Immunization Record with stamp or identification of medical care provider) must be presented which shows **all currently due** immunizations have been received. **“New Rule, Shots before School”!**

In California and elsewhere, head lice infestation continues to be a problem in homes, day care centers, elementary schools, and preschools. OLSH School’s Lice Policy (see attached at the end of this handbook) as recommended by the Department of Health Services (DHS) is that students will be screened for lice on a routine basis. Students with lice are excluded from school if **live lice is present**. Appropriate treatment is required and random head checks will be done as necessary. See attached policy.

### **DAILY SCHOOL SCHEDULE (Mon-Tues & Thurs-Fri)**

6:30 – 7:30am	Extended Care Opens
7:30 – 8:00am	Morning Yard Supervision
8:00am	Opening Bell Assembly in Auditorium
10:10 – 10:30am	Recess
12:00 – 12:20pm	Lunch (K-4) Lunch Recess (5-8)
12:20 – 12:40pm	Lunch (5-8) Lunch Recess (K-4)
2:45 – 3:00pm	Dismissal from Classrooms

### **MINIMUM DAY SCHEDULE (Wed)**

10:00 – 10:15am	Recess
11:40 – 12:00pm	Lunch (Classrooms)
12:15 – 12:30pm	Dismissal from Classrooms

### **RAINY DAY SCHEDULE**

#### **RECESS**                      **10:10 – 10:30am**

K-4	AUDITORIUM
5-8	UPSTAIRS HALLWAY

#### **LUNCH**                        **12:00 – 12:20pm**

K-4	AUDITORIUM (LUNCH)
5-8	UPSTAIRS HALLWAY (RECESS)

#### **LUNCH**                        **12:20 – 12:40pm**

K-4	DOWNSTAIRS HALLWAY (RECESS)
5-8	AUDITORIUM (LUNCH)

When children are having recess during rainy days, they must have quiet games: coloring, books, puzzles, etc. There are no active games e.g. ball games, running, etc. Children are not allowed on the stage.



## **OUR LADY OF THE SACRED HEART SCHOOL DISCIPLINE POLICY**

Developing a learning environment is an on-going process that requires cooperation of everyone involved: parents, students, staff and administration. If a child is to achieve his/her full potential as a student and as a future citizen, he/she must be exposed to a disciplinary system that stresses the responsibility each child has to him/herself and to others. Each child must experience the consequences of the choices he/she makes.

A major goal here at OLSH is that children are expected to develop self-discipline and self-direction to a level consistent with their level of maturity.

The following document has been created to state clearly Our Lady of the Sacred Heart School's policy and procedures for dealing with school discipline issues. This tool is intended to be used by school staff and administration as a guide for dealing with student behavior and performance. Some behaviors are deemed serious enough to warrant removal from classes. These include but are not limited to: physical violence, threatening & demeaning words, destruction of property, immodest acts, stealing and any involvement with drugs, alcohol or weapons.

### **GOALS:**

Our discipline policy flows from and is in harmony with our school philosophy and our SLEs. The goals we seek to achieve through our Discipline Policy are as follows:

#### **Demonstrating respect for self, neighbor & environment**

Children who are not at peace with themselves often have problems with their neighbors. OLSH strives to teach the worth and value of each child as well as respect and care for all of God's gifts.

#### **Helping children to become problem solvers**

Rather than react violently or challenging to day-to-day situations, OLSH teaches children to look at potentially volatile situations with an eye toward resolution rather than confrontation. The on-going use of a "What would Jesus do?" philosophy is employed to achieve these ends.

#### **Teaching children to become self-reliant.**

Children are encouraged to manage their specific issues, primarily by addressing them with those with whom they are having the problem. They are dissuaded from turning to teachers for all resolution without first attempting to personally solve the problem.

**Learning how to assess and cultivate their own behavior.**

OLSH students are taught to reflect on their own behavior when dealing with troublesome situations. Self-assessment includes examining one's own actions and contribution to the problem at hand. Many of the things children have conflicts with can be addressed and changed through a greater awareness of one's own behavior.

**Teaching strategies for developing self-control.**

The damaging results of unthinking reactions to day-to day situations and problems are all around us. Our children are asked to look at these current events as well as historic tragedies and offer Christ-based resolutions to the issues discussed. A Christian point-of-reference to problem solving includes as its basis the element of self-control and an attitude of respect for others.

**Motivating children to form Christian hearts.**

Forming children in Jesus' likeness is the primary role of the staff at OLSH. Children with Christian hearts are caring, sensitive children who generally avoid violence, destruction and revenge as accepted ways of living out their lives.

**CHARACTERISTICS:**

In every way, our Discipline Policy, our staff and administration will be guided by the spirit and example Jesus set forth in the Gospels. The OLSH Discipline Policy will be characterized by the following:

**CLARITY:**

Our staff will be very clear in its teaching about the values and behaviors that are encouraged as well as those that are discouraged. All members of the OLSH community will be educated along these same lines.

**CONSISTENCY:**

To have value, a policy or procedure must be consistent from day-to-day and from person to person. Policies must be true today as well as true tomorrow. It must be true for all members of the school community not just some. Policies must be enforced by all members of the school community. To do differently is to confuse children with mixed messages.

**MODELING:**

Every member of the school community must model the expected behaviors: administration, faculty, staff. We expect that students will be models for one another. Everyone must be held accountable for living out the attitudes and expectations of OLSH's Discipline Policy.

**CARING:**

Staff and administration will review all elements of disciplinary issues they encounter. Resulting consequences have the intent of teaching the relationship between choices and consequences. It is not our intent to punish children.

**ATTENTION:**

A proactive position on the part of staff toward potentially volatile situations can prevent many problems. Admit the “joyful noise” of children playing, teachers must be constantly on the lookout for student concerns and needs.

**INVOLVEMENT:**

Parents are the primary teachers of their children. We will actively draw families into our Discipline Policy: explaining it and enlisting their support of and participation in it as well as enforcing it.

## **OUR LADY OF THE SACRED HEART SCHOOL**

### **STUDENT BEHAVIOR EXPECTATIONS**

#### **\* BEFORE SCHOOL**

1. If you come before 7:30 a.m. go immediately to the morning Extended Care room and remain there, unless you have written permission to leave the room.
2. Make sure you enter the school from the front. Gate will not be opened until 7:30am when a morning supervisor is on duty.
3. There are no games of any kind in the yard before school.
4. At the 8:00 a.m. bell, Kindergarten- 8th graders silently stand in their line order with backpacks on the floor and wait for assembly to begin. No eating or drinking in the gym.
5. Listen attentively during morning announcements and participate in a respectful, attentive manner during prayer and flag salute. Leave the auditorium quietly in an orderly fashion, when directed by teacher.

#### **\*AUDITORIUM**

1. We expect you to enter the auditorium with behavior appropriate to the particular gathering and following teacher directions.
2. You must be supervised in the auditorium.
3. You are responsible for taking care of the auditorium: before you leave, pick up all your belongings, return chairs, tables, pick up any trash, cans, etc.

#### **\* SCHOOL HALLWAYS**

We expect you . . .

1. To walk silently, promptly and carry a hall pass to your designated area.
2. To be respectful and courteous and greet others in the hallway.
3. To keep your hands to yourself.
4. To keep the hallways clean.

**\* BATHROOMS**

We expect you . . .

1. To flush the toilets and wash your hands with soap after use.
2. To keep the bathroom clean.
3. To use all bathroom equipment properly and return promptly to class.

**\* SCHOOLYARD**

We expect you . . .

1. To walk silently and promptly to your designated area.
2. To eat or drink at the tables (K-4) or by wall in the alley (5-8).
3. To take pride in our campus and keep it clean.
4. To remain in the yard unless given permission by recess supervisor.
5. To bounce balls away from the windows and walls and ask permission if the ball goes out of school boundaries.
6. To only play safely and courteously in designated areas.
7. Not to talk to or signal anyone outside our school fence.
8. To freeze when recess supervisor blows first whistle; line up promptly when second whistle is blown.

**\* LUNCH**

We expect you . . .

1. To walk silently and promptly to your designated area.
2. To bring your own lunch or pick up your school lunch in a quiet and orderly manner.
3. To eat and enjoy your own lunch while demonstrating good table manners.
4. To take all uneaten food home rather than throw it in the trash.
5. To remain seated until dismissed.
6. To put your lunch box where assigned.

Per our Wellness Policy, we do not permit fast food nor soda during school hours. Due to lunch time constraints, microwaving food is not allowed at school.

**\* AFTER SCHOOL**

When the teacher dismisses you, we expect you to . . .

1. Exit through the pedestrian gate only from 2:45pm-3:00pm.
2. Walk silently and directly to your parents.
3. Bring a note from your parent that gives you permission to go home with someone other than your family. Phone calls home are not permitted.

**\* WHEN YOU GO INTO ANOTHER CLASSROOM OR THE OFFICE**

We expect you to . . .

1. Go there silently and directly.
2. Knock politely on the door, wait for further direction.
3. Greet the staff member, deliver the message and exit politely.

**\* GOING TO CHURCH**

When we go to church,

1. All students will gather in the schoolyard, lineup and go at your teacher's direction.
2. Walk reverently down the main aisle. When you get to the first bench in front of the altar, genuflect- touching your right knee to the floor.
3. We should be active participants throughout the mass.
4. You may join the communion procession if you are Catholic and have made your First Communion.

**\* LIBRARY LEARNING CENTER (LLC)**

Whenever you are in the LLC, we expect you to

1. Enter and exit in an orderly manner.
2. Use computers and books with care.
3. Refrain from eating or drinking.
4. Display pride and keep it orderly.
5. Speak in a quiet voice.

**\* FIELD TRIPS**

1. Return completed permission slips by due date.
2. Wear your uniform unless specified.
3. School rules still apply on any off-campus trips.

**\* GENERAL**

We expect you

1. To treat one another with kindness and respect.
2. To solve your problems and conflicts in a respectful way.
3. To take responsibility for your actions.
4. To report any unsafe activities or conduct at our school.
5. To come to school prepared to learn.

No gum is to be chewed on-campus or at any school-sponsored event. There will be a fine for violation of this rule.

**\* STUDENT-TO-STUDENT HARASSMENT**

The Diocese of San Diego affirms the Christian dignity of every student. It is the policy of the diocese to provide an educational environment in which all students are treated with respect. Harassment is unacceptable conduct. This policy addresses harassment occurring in a school environment when an individual is subjected to treatment which is hostile, offensive or intimidating because of the person's race, creed, color, national origin, physical ability, gender or other personal characteristic. Harassment does result in disciplinary action. If a person untruthfully accuses another student of harassment, disciplinary action will result.

Disciplinary action for Harassment will follow the Student Discipline Policies, #540 in the Handbook for Schools.

**\* INAPPROPRIATE DISPLAYS OF AFFECTION**

OLSH is an elementary and middle school educational institution. We have children at school from 5 years old to 15. Displays of affection e.g. hand holding, kissing, etc. are prohibited on school grounds and at all school sponsored activities.

**\* DRUGS, ALCOHOL**

Use and possession of alcohol and cigarettes are against the law for persons under 21. Use of or possession of illegal drugs is against the law and may be cause for immediate suspension and /or expulsion. There is never any smoking on school grounds by anyone.

If you need to **take prescription medicine**, it must be turned into the office with a doctor's statement. If you need to take an "over-the-counter" medicine, your family must file a form in the school office and the medicine must be left in the school office.

California law states that the governing body of any school may suspend or expel a student whenever it is established that the student has --on school grounds or elsewhere --used, sold, or were in possession of drugs, alcohol or cigarettes.

**\* WEAPONS, THREATS**

If you bring any kind of weapon to school or threaten someone, we will call the police and you will be held accountable for your actions. This behavior will be cause for suspension and/or expulsion. Diocesan Policy will be followed.

Any and all student threats to do harm to self or others will be taken seriously. If you hear threats and/or know that a student has brought a weapon to school or talks about bringing a weapon to school, tell your teacher or the principal right away.

See the copy of STUDENT THREATS POLICY AND PROCEDURE published by the Office for Schools, Diocese of San Diego which is attached (end of this handbook). Our students are subject to this policy.

## **OLSH SCHOOL UNIFORM POLICY**

The school uniform policy was developed through the efforts of parents and staff. The purpose of the policy is to set a simple standard of dress for students as **OLSH students**.

Home and school must work actively together to maintain the uniform policy. It is primarily the **HOME's** job to abide by and enforce the uniform policy. The **SCHOOL** will support your efforts as well as hold you accountable to abide by the standard.

**The uniform policy as follows:** We expect children to wear the **entire uniform every day**. Uniforms are to be from the designated uniform supplier, clean, neat and an appropriate size for the child.

**HAIR** must be clean and present a neat appearance (face must be visible). Extreme styles or colors are not acceptable. The school administration will decide whether a haircut or hairstyle is considered acceptable. It might be wise to ask before you cut and style. Bows for girls must be navy blue.

**SHIRTS** are to be navy polo shirts **with the official and properly done OLSH logo (or new school logo)**. No other shirt is acceptable.

**UNDERSHIRTS** are to be short sleeved, plain white with no design or lettering may be worn under the polo shirt at any time.

**JUMPERS/SKIRTS** are to be the OLSH plaid (or the new school plaid) in the proper style purchased from the designated uniform supplier. Girls in Kindergarten – 4<sup>th</sup> grade may only wear jumpers. Girls in 5<sup>th</sup> – 8<sup>th</sup> grade may wear jumpers or skirts. All skirts and jumpers must be knee length. **NO EXCEPTIONS.**

**PANTS/SHORTS** are to be gray uniform style. No other style or color is acceptable. Both girls and boys may wear long pants or shorts. If the pants have belt loops, the child must wear a belt: black or navy. Shorts may be worn to school on any day except Liturgy days (pants or jumpers/skirts must be worn).

### **SOCKS**

- Girls must wear solid white knee highs or tights.
- Boys must **ONLY** wear a type of crew cut (above the ankle) socks (white only).



## **SHOES**

- Shoes must be a **plain, solid, black** school shoe or sneaker that allows the child protection and safety when running and playing. White trim on the soles of black shoes are acceptable.
- Shoes must have **closed toes and heels**.
- Shoes must be appropriately laced, fit properly and worn at all times.

**SWEATERS** The navy blue **cardigan sweater or pullover with the formal OLSH LOGO (or new school logo) is required uniform**. Vests with the formal OLSH LOGO are optional. Children may wear a solid colored **NAVY BLUE** sweater with no designs, stripes, patterns or logos of any kind. On liturgy days, students may only wear OLSH outerwear.

**JACKETS** The navy blue **jacket with the formal OLSH LOGO (or new school logo) is required uniform**. Children may wear a solid colored **NAVY BLUE** jacket with no designs, stripes, patterns or logos of any kind. On liturgy days, students may only wear OLSH outerwear.

**CLUB UNIFORMS** such as Cub Scouts, Girl Scouts, Boy Scouts, etc. may be worn on the day of the meeting.

**MAKE-UP** is not permitted at school. Make-up includes, but is not limited to, lipstick, lip gloss, finger nail polish, and any form of eye make-up or blush. Nails must be short and either natural or coated with clear polish. No French manicures are allowed. No artificial nails (acrylic, wraps, etc.) are allowed.

**JEWELRY** The rule of thumb for jewelry is that it be **simple, inexpensive, in keeping with the uniform, does not present a safety concern and does not distract from the learning climate**. During any sporting events, all players must remove jewelry – even watches and bracelets.

**Girls** may wear a simple pair of small earrings (silver or gold color) or small hoops (dime size). They may wear a medal and chain or pendant and chain, and a simple watch, ring and religious bracelet. No other jewelry is allowed.

**Boys** may wear a cross or medal and chain and a simple watch and religious bracelet. No other jewelry is allowed.

**SCHOOL IS NOT RESPONSIBLE FOR THESE ITEMS. PARENTS AND CHILD TAKE ON FULL RESPONSIBILITY FOR THESE ITEMS IF WORN AT SCHOOL.**

### **PE DRESS**

- Students must wear the gray OLSH printed T-shirts and OLSH printed navy blue sweat shorts/pants.
- Only wear PE uniform on designated PE days.
- Mixing and matching the PE uniform and the regular uniform is NOT ACCEPTABLE e.g. OLSH gray T-shirt and gray pants. **Jog-A-Thon T-shirts are not acceptable as part of the PE uniform.**

**FREE DRESS (NON UNIFORM DAYS)** is granted to students at the discretion of the principal. Although the uniform is not required on free dress days, students must always be in appropriate clothes.

- Short shorts/skirts are not permitted (must be as close to knees as possible).
- Clothing with logos or designs that promote alcohol, drugs, violence, sex or vulgarity are never permitted at school or school-connected functions.
- Halter tops, spaghetti straps without a shirt, short shirts that show the midriff, etc. are not allowed.
- Torn, dirty or ill-fitting clothes are not allowed.
- Shoes must have closed toes and heels. No sandals.
- Colors or designs that proclaim a particular negative affiliation are not allowed at school or school-connected functions.

**FIELD TRIPS** Children will wear their uniform on all field trips except those that are specifically designed for active play, e.g. school picnic, day at the park, etc.

**VIOLATIONS OF THE UNIFORM OR DRESS CODE** are not permissible. Students who violate this school policy will be subject to the following disciplinary action:

- First Violation: Student receives a uniform slip to inform family of uniform violation.
- Second Violation: Student receives a uniform slip to inform family of uniform violation. Student must also call home for a change of clothes.
- A Filed Infraction for habitual violations (filed after the second violation and any violations thereafter), which can include additional consequences (detention, loss of free time, etc.).

Much debate can arise over appropriate or inappropriate attire. **The school retains the right to decide what is considered appropriate or inappropriate attire. The decision of the school is not debatable and will be final.**

## OLSH Birthday Policy



As a school staff, we believe that your child's birthday is a very special day. It's a day to thank God and celebrate the precious child that they are. At the morning assembly, we will recognize and celebrate birthdays!

**We believe that the main birthday celebration should always be with family & friends - not at school or during school time.**

Consider Donating A New Book To The Library In Honor Of  
Your Birthday!

If your family wants to bring something for your birthday, please follow these rules:

1. Pizza lunches, big cakes, or other elaborate celebrations are not allowed. Individual, store-bought treats are best, especially due to allergy restrictions for students.
2. Let your teacher know a week in advance. Please do not show up on the day of your birthday bringing treats, otherwise, they will be kept in the office until the end of the day.
3. No birthday treats or celebrations are to take place at noon at the lunch tables. This is not the time or place for it.

## **OUR LADY OF THE SACRED HEART SCHOOL GOALS AND OBJECTIVES**

### **SPIRITUAL**

The development of Faith includes three goals.

#### **GOAL: MESSAGE**

To introduce each student to the truths on which Faith is based.

##### **OBJECTIVES:**

Students, according to their stages of maturity, will develop an appreciation and knowledge of Scripture.

Students will display an understanding of the traditions, beliefs and practices of the Catholic Church.

#### **GOAL: COMMUNITY**

To apply an understanding to the message that builds the Faith community

##### **OBJECTIVES:**

Students will experience prayer as an essential part of every school day.

Teachers and faculty will educate students to pray spontaneously, formally, privately and communally.

Students will help prepare and participate in the celebration of weekly children's liturgies.

Students and teachers will express their faith in communal forms; these expressions will be varied and developmentally appropriate.

Our school community will nurture and express Christian values. We will recognize and celebrate the expressions of these values.

Respect for one another will be a notable characteristic of our school community.

Families will be participants in the development of our children's faith life.

#### **GOAL: SERVICE**

To translate the Gospel message into a sense of responsibility for self & others.

**OBJECTIVES:**

Faculty and administration will provide each student and their family the opportunity to participate in service-oriented projects within school, parish and the community.

Students will experience service to others as part of their Christian development.

**MORAL**

**GOAL:**

To assist individual students in developing a personal, moral conscience in harmony with Catholic social teaching.

**OBJECTIVES:**

Individual students progress toward developing self-regulation.

Each student will work to understand the relationship between their choices and the consequences that follow.

Students will gain skill in applying Christian ideas through their involvement in problem-solving activities.

Students will be introduced to a rich environment offering alternatives to questionable ethical and moral values experienced in today's society.

Each student will be challenged to develop a personal sense of justice and respect.

**ACADEMIC**

**GOAL:**

To strive for excellence in education in many forms and models.

**OBJECTIVES:**

Students will receive instruction from qualified professional staff using rooted educational methods, materials and technology.

Faculty will teach an intensified Diocesan curriculum in both the range of what is taught and sequence of information presented.

Students will develop the skills necessary to communicate effectively in the community in which they exist.

Students will explore and develop an awareness that people all over the world are connected as children of God.

Students will develop critical-thinking skills.

Students will develop solid study habits.

Students will have learning experiences, which include the use of community resources.

Students' learning experience will go beyond the setting of the classroom.

The faculty will give the students a variety of learning resources for them to use.

Students will demonstrate an individual level of mastery in the basic skills and will be challenged to develop their intellectual ability to its fullest.

Students will experience large and small group instruction, as well as individualized attention.

The faculty will regard students' questions, concerns and doubt as valid for investigation and study.

The faculty will provide students the opportunity to expand their own curiosity, creativity and wonder.

An important part of the learning experience will be students sharing their ideas.

Students will be an integral part of a learning environment which is filled with care and understanding.

Students will take pride in their own work, as well as the work of others.

The faculty will promote peer learning within student community.

## **PHYSICAL**

### **GOAL:**

To encourage opportunities for physical development as an important part of the student's overall growth.

### **OBJECTIVES:**

Students will show respect and understanding for all things created by God.

Students will develop a sense of responsibility for the care and management of the environment.

Students will understand and revere human sexuality.

Students will learn the importance of a healthy diet, exercising and maintaining good hygiene.

Students will explore various ways to make their surroundings safe.

Students will grow to understand the effects of substance (alcohol, drugs, etc.) use and misuse.

Students will use the principles of cooperation and teamwork.

Students will show acceptance of those physical differences and limitations.

## **CULTURAL**

### **GOAL:**

To learn to appreciate and understand cultural differences by celebrating the uniqueness, creativity and ethnic heritage.

### **OBJECTIVES:**

Students will learn to appreciate other cultures as well as their own by showing an understanding of the benefits of these differences.

Students will experience and develop an appreciation for the cultural diversity which exists in their community and in other communities.

The faculty will give students opportunities to increase their creativity as a limitless way of looking at other tasks.

Opportunities will be provided for students to express their artistic talents.

## **SOCIAL**

### **GOAL:**

To help students grow socially by experiencing the values of unity and reconciliation in their everyday life.

### **OBJECTIVES:**

Students will develop a good relationship with family, staff, peers and society.

The faculty and staff will help every student to recognize the need for structure, order and authority in their lives, so that students can become informed and responsible young adults.

Students will understand that good communication skills form ways of dealing with others in a positive manner.

Students will take responsibility for their decisions and actions regarding everyday problems and issues by showing respect for all things and people created by God.

Students will enjoy being able to play and create a world where they are happy.

Students will have the opportunity to experience social interaction at their age level, allowing them to feel secure and confident in all areas of their lives

## **EMOTIONAL**

### **GOAL:**

To foster healthy emotional growth and expression in response to daily living.

### **OBJECTIVES:**

Students will learn to recognize, respect, and accept both their own feelings and the feelings of others.

Students will learn to express their emotions appropriately, safely, and constructively.

Adults will accept students' developmentally-appropriate, emotional response, encouraging their growth and development toward a balanced and healthy attitude to life.

Students will be encouraged to develop a sense of self-esteem as a natural response to being accepted in the community. They will be recognized as uniquely gifted individuals who are growing in skills and accomplishments.

Recognizing that happiness is an on-going personal responsibility, teachers will model the importance of an individual's outlook on life, their infinite worth as a child of God, and the power of inner peace and happiness.